

SECRET

TAB A

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<u>ACTIVITY</u>	<u>NATURE OF ACTIVITY</u>	<u>ACTION TAKEN</u>
Legal opinions on outstanding legislation	Agency-wide	Legal research, drafting, advice
Legislative Liaison		
Legislation	Agency-wide	Review of new bills; drafting CIA proposals; advice to Agency
Personnel inquiries	Agency-wide	Liaison between non-CIA official inquiring and Personnel Staffs; maintains case history
Procurement of documents	Agency-wide	Negotiation for desired Congressional and other legal documents; pick-up and delivery to requester
Assistance to individual employees	Both overt and covert	Taking appropriate legal action or rendering advice in the following instances: Declarations of Trust Wills Patent applications Citizenship of children born overseas Request for exemption from jury duty Veterans Affairs Income Tax Matters
Agency issuances	Agency-wide	Review for legality; drafting issuances with primary legal emphasis

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Delegations of authority

25X1A

Agency-wide


Drafting; review, advice as to
legality

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<u>ACTIVITY</u>	<u>NATURE OF ACTIVITY</u>	<u>ACTION TAKEN</u>
Procurement contracts	Both overt and covert	Review of all contract formats and interpretation of contracts in effect.
Real estate transactions	Agency-wide	Drafting necessary papers; review of actions taken
Employment contracts	Principally covert	Drafting and review
Employee compensation claims	Both overt and covert	Review and negotiation with U.S. Employees Compensation Commission
OSS claims		Review and negotiation of claim
Tort claims	Agency-wide	Taking all appropriate action
Accident reports	Agency-wide	Review and negotiation of claims; review of Congressionally required tort claim report
Loyalty Boards	Agency-wide	Maintenance of records and legal advice to Board
Employee Review Board	Agency-wide	Maintenance of records and legal advice
Project Review Committee	Agency-wide	Maintenance of records and legal advice - Recorder for Committee
		Advice
Foreign customs and purchase taxes	Agency-wide	Advice
NSC Direction	Agency-wide	Review, advice, and interpretation
Legal assistance to NSC	NSC-wide	Advice, legal research, and action
Training lectures	Covert	Advice

Certain other covert activities requiring legal assistance not mentioned here.

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